

**Town of Wellesley**  
**Community Preservation Committee**  
Minutes  
Meeting of November 3, 2010  
The Warren Building, Room 008

The Community Preservation Committee met in Room 008 at the Warren Building on November 3, 2010 at 7:30pm

**Present were the following CPC members:** Jack Morgan (Chair), Tony Parker, Allan Port (Vice Chair), Stephen Murphy, Jim Conlin, and Don McCauley Susan Minio, CPC administrative assistant was also present. **Absent** were Kara Cicchetti, Joan Gaughan and Bob Goldkamp..

**Other attendees include:**

Neal Seaborn, Chair, Fuller Brook Park Coordinating Committee, Rose Mary Donahue, FBPCC.

The Chair called the meeting to order at 7:35PM

**Citizen Speak**

No citizens chose to speak.

**Clock Tower Project for Special Town Meeting (STM)**

After much consideration, DPW has decided to move the bidding process forward and come to CPC on December 1, 2010 with an actual bid amount in-hand. CPC will be able to discuss and vote on whether to bring their request for additional funding forward to the Special Town Meeting (STM). It was noted that the application from DPW needs to clearly note that this is supplemental funding to a project that was approved at a prior Annual Town Meeting.

The Chair provided a brief history of the CPC role in prior Clock Tower – and Clock Tower land-projects. There was a brief discussion about why the bids for the project did not match the original funding request. It was agreed that depending on the actual request brought forward, CPC and DPW should be prepared to answer these questions for Advisory and at STM.

**Potential Projects**

The Chair noted that there are several Town-owned buildings that are explicitly historic that may come before the CPC for consideration per the Selectmen. These buildings include the Fire Station and the Hills Library. There was a discussion surrounding which of these projects may be eligible for CPA funding given the statute regarding CPA funds not being used to replace operating funds. Further discussion is warranted on this issue if these projects come before the CPC for ATM.

**Fuller Brook Park Project Financial Situation and Project Update**

Per Jack Morgan, Chair, CPC did not feel it had a clear and accurate picture of the budget vs spend for the project. CPC discovered that DPW was over their agreed-to budget for the survey by at least 10% and invoicing from Pressley Associates was a few months behind. After bringing these issues before the Fuller Brook Park Coordinating Committee (FBPCC), DPW has agreed to reverse their charge down to the budgeted amount and Pressley Associates has submitted all invoices through the end of September. Members of the FBPCC came to talk about the work that has been done to-date, and whether this is mapping to the expended money.

Ms. Rose Mary Donahue explained that the survey portion of the project, which is pivotal to the design phase, was actually more detailed than originally expected. Allan Port stated that he would like to be reassured regarding FBPCC oversight on expenditures. Mr. Seaborn noted that Janet Bowser, Director NRC, and the staff support for the project, are following the project

closely. He noted that the level of survey work was more detailed than expected and that accounted for the PDW overrun. However, the overrun has been rectified. Pressley Associates invoices were behind due to data delays and the coordination of 3 subcontractors and their billing schedules. Both Mr. Seaborn and Ms. Donahue believe these budget issues have been rectified and that CPC has an accurate fiscal picture of the project.

Allan Port, Vice Chair, had additional questions surrounding the billing process including how frequently the invoices were being review, and by whom. Mr. Seaborn stated that Ms. Bowser was reviewing the invoices as they came through but that the FBPCC was not currently reviewing, nor discussing, invoicing at their meetings. Don McCauley noted that he would prefer to have a more detailed breakdown of the amounts spent as tied to work completed. He also asked whether there was a final retention payment worked into the contract with Pressley so that final payment would be held until the work was completed to the FBPCC and CPC 's satisfaction. Mr. Seaborn did not believe the contract had been written in that way, but felt confident that with the fiscal cap and the scope of the project, that this would not be an issue.

Jim Conlin requested the actual amount overrun on the DPW portion of the project. Mr. Seaborn believes that it could be as much as \$19,000 but he did not have that breakdown.

Tony Parker stated that the piece that is missing for him was detailed information and assurances surrounding storm water runoff. He would like to know exactly how much water flows through the system. In addition, he would like more details on the amount of dredging that would be needed for optimal performance, as well as how often this would need to be done. Tony Parker would also like written assurances from DPW that the Town's storm water plan is complete and that all the drains that go into the brook are working and can handle 50% of the Town's storm water flow. In addition he would like to know that there won't be infiltration into the sewer lines and that there is a maintenance plan in place.

A discussion followed regarding the storm water management plan, what the understanding was on the part of FBPCC, and the need to engage with DPW to address these questions as they would likely be raised at upcoming meetings. As part of this discussion, Ms. Donahue noted that the consultants have raised a few related issues through the process that the Town will need to pursue including the quality of the water coming into the system from sites north of the park (sediment and minerals).

The Chair believes that Phase Two of the plan would likely answer many of these questions however the questions being raised by Mr. Parker would likely arise at ATM and we need to be prepared to address the issue. Ms. Donahue agreed and clearly stated that the park is a flood plain and while there may be improvement to the flow of water it will not stop flooding in homes along the flood plain. What the project is intends to do is to ensure that the brook and flood plain are working at optimal levels.

Stephen Murphy returned the conversation to project management issues. He would like a better understanding of any work done by the contractors that are beyond the agreed to scope of work. Ms. Donahue noted that there have been few additional requests. These include support at public meetings, a projection screen rental, and some photocopies and printing. NRC has a document outlining all of the spending and it was agreed that the spreadsheet with these additional costs would be shared with CPC.

Ms. Donahue stated that by mid-January the FBPCC would have detailed cost estimates and application materials for the next phase of the project.

## **Invoice Approvals**

### Fuller Brook Park

Allan Port moved to approve all the invoices currently before CPC for the Fuller Brook Park project including:

- Windsor Press, Postcards, Fuller Brook Park Project \$113
- Neal Seaborn reimbursement for Projection Screen \$63.75
- MILA August Invoice: \$1755
- MILA September Invoice: \$3622.50
- MILA October Invoice: \$3,600.00
- Pressley August 2010 invoice: \$15045.05
- Pressley September 2010 invoice: \$25297.24

Don McCauley seconded and after a vote the motion passed unanimously.

### St James

Stephen Murphy moved to approve the invoice from Gale Associates Inc for St. James planning services August 29-October 2, 2010 for \$1,600. This is the final invoice for the \$8000.00 project. Don McCauley seconded and after a vote the motion to pay the bill passed unanimously.

## **St. James update**

Allan Port gave a brief update on the St. James project. The Chair is to follow up with Al Robinson, Town Counsel, to get his opinion on the issue of what is eligible for CPA funding. The Chair reminded the committee of how the Sprague field project was funded and noted that CPC needs to decide what it is comfortable funding.

Tony Parker wanted to state for the record that he had some concerns around the expected expense of the project for CPC and possible loss of tax revenue for the Town. Jim Conlin noted that under the current Gale Associates plan there is room for one field, not three. The Chair noted that there is not complete/ unanimous support for this project and that many questions need to be addressed.

## **Other Business**

The Chair raised the question of the best way to manage the Fuller Brook Park project through the next more complicated phases. This is not a funding question, but a project management question. He noted that there are currently a number of Town entities involved in the project: CPC, FBPCC, NRC, and DPW. He opened the issue up for discussion. After some back and forth it was thought that perhaps DPW might be the best equipped to manage the process. Jack Morgan and Allan Port will begin conversations with Mike Pakstis at DPW about this option and the CPC will continue to discuss this question at subsequent meetings.

## **Minutes Approval from October 13, 2010 Meeting**

Tony Parker moved to approve the minutes from the October 13, 2010 meeting, with a date correction. Allan Port seconded. The committee held a vote and the motion to approve the minutes as amended carried unanimously.

## **November 17<sup>th</sup> meeting**

Items for discussion at the next CPC meeting include: St James and possible long-range (5-year) planning for CPC – vision and mission.

## **Adjourn**

Allan Port moved to adjourn the meeting which was seconded by Stephen Murphy. The CPC voted and unanimously approved the motion. The meeting adjourned at 9:35PM.